



Virginia Housing Trust Fund- Homeless Reduction Grant



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Call-in toll free number 1-866-842-5779

Conference Code: 804 371 1012



Purpose

Reduce homelessness through continuum of care (CoC)/local planning group (LPG) strategies and homeless service projects that are a part of an effective emergency crisis response system in communities to ensure that homelessness is rare, brief, and non-recurring.



Emergency Crisis Response System

A housing focused approach that:

- Ensures homelessness is rare, brief, and non-recurring
- Helps households quickly regain housing stability
- Prevents households from becoming homeless
- Coordinates community based activities



Housing First

- Moving participants into permanent housing quickly
- Stabilization and mainstream resources to ensure participants remain in housing

HF
Housing First

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Overview

- General fund allocation for 2017-2018 biennium budget
- Estimated appropriation of 5.5. million
- Up to 20% toward reducing homelessness
- \$1 million anticipated towards the Homeless Reduction Grant
- Priority consideration will be given to efforts to reduce the number of homeless youth and families



Homeless Reduction Grant Pool

- Maximum amount of Housing Trust Fund Homeless Reduction Grant is \$100,000
- Deadline: 11:59PM on October 18, 2017
- All applications must be submitted through DHCD's CAMS on-line application system
- Applications will be evaluated "as is"



Eligible Applicants

- Units of local government
- Non-profit organizations or housing developers (non-profit and for-profit)
- Community Housing Development Organizations (CHDOs)
- Single purpose organization or a limited liability corporation



Applicant Requirements

- Registered Centralized Application and Management System (CAMS) profile
- Relationships between all partners involved in project must be clearly articulated
- No outstanding issues



Eligible Projects

- Rapid Re-housing
- Permanent Supportive Housing (housing stabilization services for formerly chronically homeless)
- Predevelopment (permanent supportive housing for chronically homeless)



Rapid Re-housing

Rapid Re-housing projects have three main components:

- Housing identification
- Rental/move-in financial assistance
- Case Management and Services





Permanent Supportive Housing

Permanent supportive housing projects have housing stabilization services (for formerly chronically homeless) as a component that includes the following eligible costs:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating program participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans



Predevelopment

Pre-development projects (for permanent supportive housing for chronically homeless) include the following eligible costs:

- Feasibility study fees
- Consulting fees
- Financial application costs
- Architects, legal, engineers, development team fees
- Site control expenses
- Title clearance costs



CAMS Guidance

- All work in CAMS should be frequently saved
- Google Chrome is the recommended browser
- Work in MS Word and copy and paste into the CAMS text boxes
- The text box will only accommodate text responses. Graphic, tables, charts should not be pasted into the narrative section; instead, include the information in a separate attachment





Project Budget

CAMS Administration x DHCD CAMS Portal x

https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241

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DHCD CAMS Welcome Nichele R. Carver, Profile Manager
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Application Submission [Print](#)

Application ID: 39509232016135912 Project Name: DHCD Application Test [Edit?](#) Program Name: Housing Trust Fund Homeless Reduction Grant
Application Start Date: 09/23/2016 Application End Date: 11/04/2016 Status: Incomplete

Project Information **Project Budget** Narrative Information Attachments Additional Information

[Save This Tab](#)

Project Budget Information
Please enter your Total Request: \$

Cost/Activity Category		DHCD Request	Other Funding	Total
⊕ Rapid Re-housing	Add Delete	\$0.00	\$0.00	\$0.00
⊕ Permanent Supportive Housing	Add Delete	\$0.00	\$0.00	\$0.00
⊕ Pre-development	Add Delete	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:

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2:05 PM
9/23/2016



Narrative

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Application Submission [Print](#)

Application ID: 39509232016144640 Project Name: DHCD application test [Edit?](#) Program Name: Housing Trust Fund Homeless Reduction Grant
Application Start Date: 09/23/2016 Application End Date: 11/04/2016 Status: Incomplete

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

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Please answer following questions:

1. [Save This Tab](#)

Summarize the funding request. The summary must list the total request for each budget activity.

2. [Save This Tab](#)

Provide a detailed description of the proposed activities. The narrative must include the project location and the current status of project components either under development or in the process of being implemented.



Attachments

CAMS Administration x DHCD CAMS Portal x

https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241

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Application Submission [Print](#)

Application ID: 39509232016135912 Project Name: DHCD Application Test [Edit?](#) Program Name: Housing Trust Fund Homeless Reduction Grant
Application Start Date: 09/23/2016 Application End Date: 11/04/2016 Status: Incomplete

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

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Please submit/upload following required documents:

UPLOAD ATTACHMENTS INSTRUCTION:
Please see the application instructions for details.

Implementation Timeline (predevelopment projects only)
[Choose File](#) No file chosen

Certifications and Assurances
(to get the template file by clicking [HERE](#))
[Choose File](#) No file chosen

Applicant Financials
[Choose File](#) No file chosen

CoC/LPG Letter of Support
[Choose File](#) No file chosen

Homeless Services Flow Chart
[Choose File](#) No file chosen

Job Descriptions
[Choose File](#) No file chosen

MOUs
[Choose File](#) No file chosen

Board of Directors
[Choose File](#) No file chosen

Additional Attachments
[Choose File](#) No file chosen

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Required Attachments

- Implementation Timeline – Predevelopment projects only
- Certifications and Assurances – DHCD template provided
- Applicant Financials – Current and prior year organizational budgets to include revenue sources and expenses
- Letter of Support (Signed by CoC/LPG governing board chair) – To detail how the project fits into the CoC or LPG crisis response system
- Homeless Flow Chart – Rapid re-housing and permanent supportive housing projects only
- Job Descriptions – For projects proposing staff costs
- Board of Directors – Non-profit applicants



Additional Attachments

- MOUs – If applicable
- Additional attachments – Optional





Additional Information

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Project Information Project Budget Narrative Information **Attachments** Additional Information

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Enter optional comments regarding your application in the space below:

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Application Status

- Multiple users can work on, edit and review application materials.
- CAMS will save the application as Incomplete. Applicant may return repeatedly to CAMS to work on application.
- Please be sure all work on the application is saved in CAMS.
- Once the application is submitted the status will change from Incomplete to Pending.



Evaluation

- Need – 20%
- Approach – 30%
- Local Coordination – 30%
- Capacity – 20%





Narrative Guidance

- Projects are expected to reduce homelessness and support overall continuum of care (CoC) or local planning group (LPG) efforts
- Projects must align with the CoC or LPG emergency crisis response system and state and federal goals to end homelessness
- Be able to clearly describe the unmet local need this project will address. Should include local data to demonstrate the gap and demand
- If applicable, describe how the project will reduce the number of homeless youth (age 18-24) and families
- Be able to identify how the proposed project is housing focused and supports a housing first model.
- For predevelopment grants, the resulting permanent supportive housing project must be designed to meet these standards



Narrative Guidance

- Describe how the project will implement housing stabilization services
- Clearly demonstrate how the project resulted from a local planning effort
- Project activities must be incorporated into the local coordinated assessment system and adhere to local policies and procedures
- Describe how the project will implement housing stabilization services
- Describe the number and type of households projected to be served with this funding
- Provide evidence of organizational capacity to support project and any key partners



Dates to Remember



- October 18 – Housing Trust Fund Applications DUE
www.dhcd.virginia.gov
- 2017 Homeless Assistance Services Input Sessions
 - <http://www.dhcd.virginia.gov/index.php/dhcd-resources/trainings-and-workshops.html>
 - **October 3 at 1pm - Roanoke**
 - **October 4 at 10am – Abingdon**
 - **October 6 at 10am and 1pm - Prince William County**
 - **October 12 at 10am - Newport News**
 - **October 13 at 10am – Richmond**
- November 15-17 – Governor’s Housing Conference
www.dhcd.virginia.gov



Technical Assistance

Application Questions:

Aaron Shoemaker

aaron.shoemaker@dhcd.virginia.gov

804-371-7119



Technical CAMS Questions:

CAMS Help Desk at CamsHelp@dhcd.virginia.gov

Please do not wait until the last minute to submit –
Resource Team not available after business hours